



## City of Saint Charles Employment Opportunity

<b>Job Titles</b>	Recreation Specialist—Recreation/Education
<b>Department</b>	Parks Department
<b>Posting Date</b>	January 21, 2010
<b>Closing Date for Resumes/Applications</b>	Position will close when filled.
<b>Pay Ranges</b>	\$11.00-\$13.00 per hour
<b>Exempt/Non-exempt</b>	Non-exempt
<b>Status and Work Schedule</b>	Part-time. Not to exceed 1499 hours a year. Refer to the description below for work schedule.

The Saint Charles Parks and Recreation Department has a part-time job opening for a Recreation Specialist. Please refer to the description below for more information regarding this employment opportunity.

### **Essential Duties and Responsibilities and Work Schedule**

1. Plans, develops, organizes, teaches, evaluates and supervises community recreation & education programs for youth and adults with an emphasis on, but not limited to, programs such as dance, gymnastics, cooking, arts & crafts etc... Creativity is encouraged & desired.
2. Assists with special events and develops new recreation programs and special events. The position is not limited to recreation and education programs.
3. Position averages 15 hours per week, depending on the season, year round with a flexible schedule. Hours include days, evenings & weekends.
4. Requires organizational and administrative skills as well as basic computer knowledge.
5. Along with Recreation Coordinator interviews, hires, trains, supervises, schedules and evaluates seasonal and contract staff for the various programs.
6. Additional duties as assigned.

### **Qualifications and Experience Required**

Applicants must have a minimum of a high school diploma and two years supervisory experience. Previous experience working in a recreation environment planning programs and related events desired.

### **Contact Information**

Interested applicants should submit an application to: The City of Saint Charles Human Resources Department, 200 North Second Street, Saint Charles, MO 63301-2851 . Fax: (636) 940-4606 or Email:

[human.resources@stcharlescitymo.gov](mailto:human.resources@stcharlescitymo.gov)

Please visit our website for an application or more information: [www.stcharlescitymo.gov](http://www.stcharlescitymo.gov)

*The City of Saint Charles is an Equal Opportunity Employer and participates in e-verify*